



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
39th Finance Battalion
Unit #20193
APO AE 09165



COMMAND TECHNICAL POLICY #14

AEUFC-FBH-CDR (37)

14 August 2006

MEMORANDUM FOR 39th Finance Battalion Soldiers and Civilians Employees

SUBJECT: Unit Commander's Finance Report (UCFR) Processing Procedures

1. REFERENCES:

- a. DFAS INM 7-1, Paragraph 2-3g.
- b. Military Pay and Procedures Manual (MPPM), Paragraph 4.3.38.4.
- c. AR 37-104-4, Military Pay and Allowances Policy and Procedures – Active Component, paragraph 1-4g (2).

2. PURPOSE: To establish policy and procedures for the processing of the Unit Commander's Finance Report (UCFR).

3. APPLICABILITY: This memorandum is applicable to all detachments subordinate to the 39th Finance Battalion and will remain in effect until rescinded or superseded.

4. GENERAL: The UCFR is designed to give commanders a one line roll up of their Soldiers' pay. The proper processing of these will assist us in providing timely and accurate pay to the Soldiers.

5. POLICY:

- a. Print the UCFRs immediately after end of month cut-off using the DJMS subsystem HCFR.
- b. The unit commander will sign and date the following statement once the UCFR has been reviewed (recommend detachments get a stamp or use labels for this):

I certify that I have reviewed the accountability and duty status of the Soldiers on this UCFR, and they are assigned or attached to my unit, unless annotated otherwise. To the best of my knowledge, this information is correct or has been corrected on this report.

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c. All UCFRs must be returned to finance NLT the seventh of the month following receipt of the UCFR by the units (e.g., UCFRs are passed out immediately after end of month cut-off on 26 February, establish a suspense date of 7 March).

d. The Unit Commander's Finance Report (UCFR) may be used as the substantiating document to affect pay changes if the commander that is signing the UCFR has the authority to authorize the particular item of pay.

e. Maintain UCFRs for a period of 1 year.

f. Ensure that a finance representative reviews the UCFR to determine if there are any obvious problems that we can make the units aware of at UCFR handout.

g. Provide the UCFRs to the units immediately after end of month cutoff. Ensure that the unit signs for the UCFR.

h. Establish the suspense date for the return of the UCFR IAW paragraph 5c above.

i. Establish a method of tracking the return of the UCFRs from the units.

j. Upon receipt of the UCFRs from the unit, ensure the following:

(1) Unit Commander has signed the appropriate statement IAW paragraph 5b above.

(2) That all required substantiating documents are attached. If not, notify the unit immediately about the discrepancy. If they do not provide the substantiating document(s) within 24 hours, notify your detachment commander/sergeant.

(3) That the appropriate information has been annotated on the UCFR to affect any pay change that is being requested (e.g., effective date, number of dependents, etc).

k. Input all corrective actions within 72 hours of receipt of the UCFR.

6. CONTACT INFORMATION: The proponent for this policy is the Battalion FINOPS, DSN 469-7586.


RICK L. TILLOTSON
LTC, FC
Commanding